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ABSTRACT

The career and occupational information bulletin was designed for the graduating seniors of Robbinsdale Area high schools and their parents. It provides guidelines about training, occupational, and educational options available to the high school graduate in the State of Minnesota. The types of services and information to be provided by a guidance counselor are briefly listed, along with suggestions on how to find a job or choose a college. The bulletin generally describes private technical schools, area vocational-technical schools, apprenticeship programs, vocational schools, community colleges, State and private colleges, and universities. Information is included concerning costs, entrance requirements, financial aid sources, and degrees offered. A list of vocational school course offerings appears, along with a list of one and two-year occupational programs in Minnesota colleges. (NJ)

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EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT YOUR FUTURE *

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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VT 102 629

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ndependent School District 281

Robbinsdale Area Schools

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT YOUR FUTURE*

*BUT WERE AFRAID TO ASK

An Informational Bulletin for Seniors

1975-1976

Prepared by the Senior High School Counselors
Under the Supervision of Mrs. Elvera Springer
Coordinator of Guidance

Armstrong Senior High School

Cooper Senior High School

Robbinsdale Senior High School

Independent School District 281
Robbinsdale Area Schools
Minneapolis, Minnesota 55427

VT 102629

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PHILOSOPHY OF EDUCATION

It is the fundamental belief of the faculty of Independent School District 281 that education in a democratic society should provide an environment in the public schools which will enable the pupils to acquire information, skills, and knowledge; worthy ideals and attitudes; and appreciations and understandings conducive to successful and fruitful living in a changing world. Inherent to this concept of education is the provision for self-realization according to individual needs, interests, and abilities.

The school as an institution of our social order is organized to promote and perpetuate the fundamental aims, purposes, principles, and objectives of our democratic society. It is the function of the public school in a democratic society to take the children of all the people at the level at which they are and develop their abilities to the greatest extent through all school activities.

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HOW CAN COUNSELORS HELP?

The guidance center has the following information:

Occupational file, including information about virtually all jobs. Be sure to look at the Occupational Outlook Handbook. Student operated filmstrips, cassettes, and other audio-visual materials on occupations and training programs.

Your cumulative record card, including test scores, grades, attendance, teacher ratings, activities, etc.

Vocational-technical school and college catalogs

Vocational-technical school and college applications

Military educational information

Planning booklets, including everything from "How To Study" to suggestions for solving personal problems

Test information (admission, interest, ability)

Financial aid and loan information

Job information

Counselors are available to help you in securing the information you need and to discuss plans and problems with you.

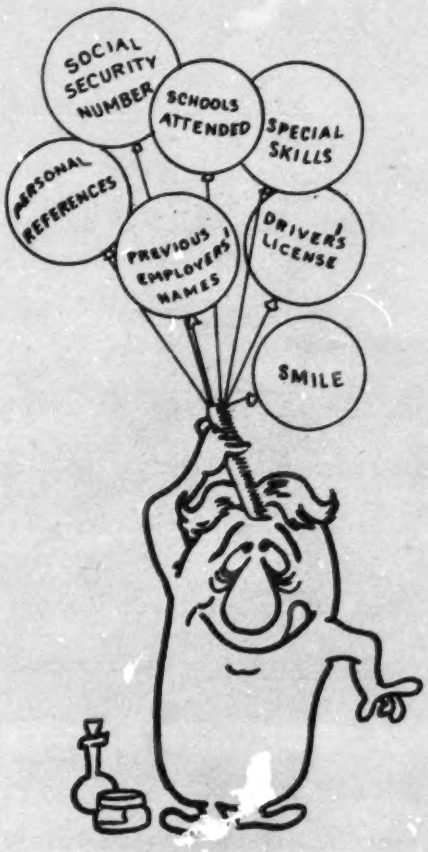
HOW DO I FIND A JOB?

* Stop at your closest state employment service. This is a <u>free service</u> to you.

Minnesota State Employment Office
135 South Shady Oak Road
Hopkins, Minnesota 55343
Telephone: 935-5521

Minnesota State Employment Office
309 Second Avenue South
Minneapolis, Minnesota 55401
Telephone: 333-0192

* Pound on doors.
* Check the want ads.
* Let your friends, neighbors, relatives know that you are looking for work.
* Use the yellow pages.
* be neat.
* Go alone for an interview.
* Be on time.
* Show some enthusiasm.
* Check with the Community Career Center (see page 31).
* Bring with you



WILL I HAVE THE SAME JOB ALL MY LIFE?

Probably not! In fact statistics indicate you will change jobs seven times and need retraining five times in your working career.

WHY CAN'T I BE SURE OF WHAT I'LL BE DOING IN 15 YEARS?

Because about half the jobs available then aren't even in existence now.

BEING A GIRL, I CAN'T SEE MUCH USE IN FURTHER EDUCATION ANYWAY. I WANT TO GET MARRIED AND RAISE A FAMILY.

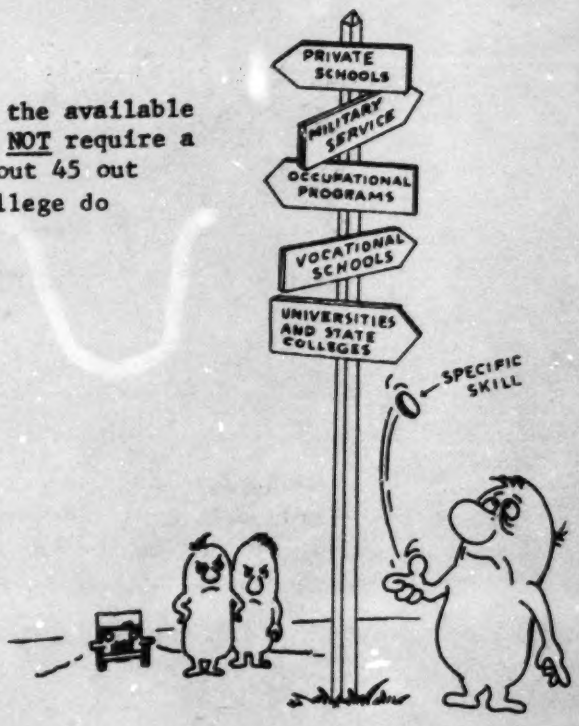
Wait! Do you realize that statistics tell us that most of you will work for at least 30 years? Chances are you will work for awhile right out of school and you'll return after your last child enters school.

WHAT'S THE USE? - - NEVER LIKED SCHOOL WELL ENOUGH TO GO ON TO COLLEGE AND WITHOUT A COLLEGE EDUCATION YOU'LL NEVER GET A JOB!

You're wrong! 80 percent of the available jobs in the next 20 years do <u>NOT</u> require a 4-year college degree and about 45 out of 100 students who begin college do not complete it.

BUT -- JUST HOW DO I PREPARE MYSELF FOR A JOB?

Numerous roads lead to developing <u>specific skills</u>.



HAVE YOU CHECKED THAT PRIVATE TECHNICAL SCHOOL?

Many of you will receive literature and possibly visits from salesmen concerning various kinds of advanced training. BE SURE TO CHECK CAREFULLY BEFORE YOU SIGN ANY PAPERS OR CONTRACTS.

Consideration of the following points will help you decide if the school is properly authorized and licensed to do business in the state of Minnesota:

* They will ask only a small down payment, usually less than $25. There will be no binding contract requirement.

* You will be allowed to pay as you go, allowing you to change your plans without losing a sizeable sum or money.

* There will be a refund policy.

* There will be no pressure tactics by salesmen. If the school is all that great, they will be happy to wait until you check with others. (Counselors, employers, other schools offering similar training, the Better Business Bureau of Minneapolis, the State Department of Education, or recent graduates of the school can advise you on the quality of the school.)

* On-the-job training experiences should be a part of the program.

Cool it for a week!

* Placement information freely given.

* No unreal promises will be made. If the salesman really believes in his school, he will be happy to put his promises in writing on the contract.

  Example: Mr. Brown, salesman, promises to find the graduate of this course a job with a starting salary of $600 per month within 25 miles of his home.

HOW ABOUT APPRENTICESHIP PROGRAMS?

What Is an Apprenticeship?

* Apprenticeship is training for those occupations commonly known as skilled crafts or trades. In Minnesota there are about 200 apprenticeable occupations. Apprenticeships are open to both young men and young women.

What Training Do I Need?

* This differs so drastically with the trade that you should check for further information. Vocational school training may be a prerequisite.

Are Apprentices Paid?

* The apprentice starts at a minimum wage, usually about 55 percent of what a journeyman in that trade receives. As he continues to learn more about the trade, his pay increases until, at the end of his training, he is making the full wage.

How Do I Become an Apprentice?

* Be at least 16 years of age and a high school graduate.
* Seek out an employer who will sponsor you.
* Apply for an apprenticeship by contacting:

  Director of Voluntary Apprenticeship
  Division of Apprenticeship
  110 State Office Building
  St. Paul, Minnesota 55101
  Telephone: 296-2371

* Consult your Minnesota State Employment Service office.
* In the guidance office read "Career Opportunities Through Apprenticeship."
* See your conselor.

DO YOU KNOW ABOUT MINNESOTA'S 32 AREA VOCATIONAL-TECHNICAL SCHOOLS?

Who May Attend?

* Any qualified Minnesota high school graduate.
* Any qualified person who is not a high school graduate who has been out of school at least a year and reached the age of 18.
* If you are under 18 and have not graduated, there is a tuition fee.

What Does It Cost?

* Individuals under the age of 21 who are residents of Minnesota may attend tuition free.
* There may be incidental fees for some courses.
* Students will be assisted in finding rooms in the community.

How Does a Student Apply?

* Pick up an application in the guidance office, complete, and return it so that the high school can send it in for you.

How Long Are the Courses?

* Most courses are from 6 to 18 months.

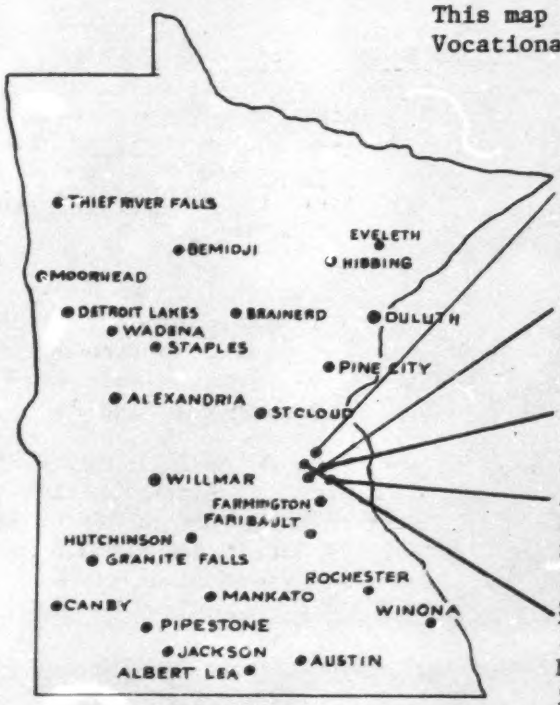
Will My Credits Transfer to a College If I Change My Mind?

* There seems to be a trend for colleges to allow up to a year of credit for some of these programs. Check this out with the vocational school.

Do I Need an Entry Test?

* Some require the GATB. Check with your counselor.

This map will help you locate the Vocational-Technical Schools.



Anoka Area
Box 191
Anoka, Minnesota 55303
427-1880

Minneapolis Area
1101 Third Avenue South
Minneapolis, Minnesota 55413
332-0381

916 Area
2477 7th Avenue East
North St. Paul, Minnesota 55109

St. Paul Area
235 Marshall Avenue
St. Paul, Minnesota 55102
227-9121

Suburban Hennepin County Area
1820 North Xenium Lane
Minneapolis, Minnesota 55441
546-3535

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Probably not! In fact statistics indicate you will change jobs seven times and need retraining five times in your working career.

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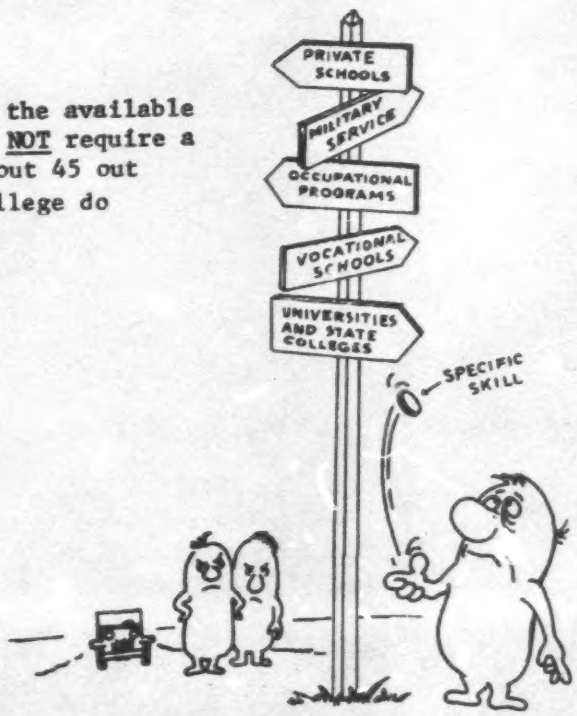

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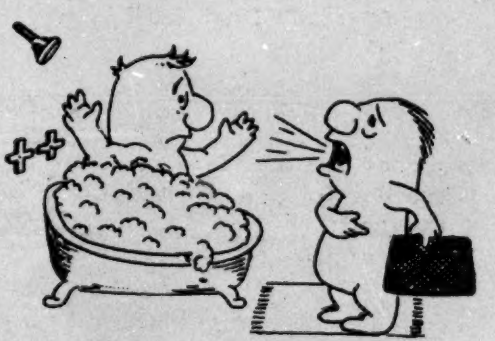

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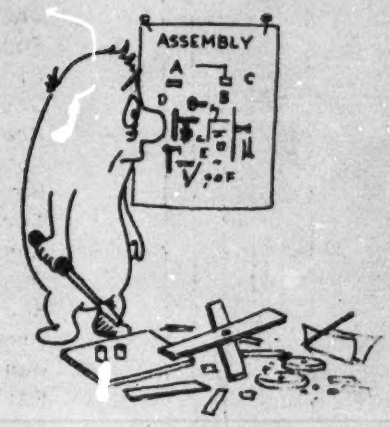
WHAT COURSES DO THE VOCATIONAL SCHOOLS OFFER?

Anoka-Hennepin	Suburban Hennepin	916 Vo-Tech	Minneapolis	St. Paul	
					III. TECHNICAL TRADES
					A. Automotive and Related
x	x	x		x	Auto Body Repair
x	x	x	x	x	Auto Mechanics
	x				Automotive Machinist
	x				Automotive Service Management
	x				Diagnostic Technician
	x				Foreign Car Specialist
	x				Fork Lift Mechanic
	x				Parts Manager
					Automotive Small Machines
x					Automotive Specialized Services
	x				Diesel Mechanics
	x				Motorcycle Mechanics
x					Partsman Training
	x	x		x	Truck Mechanics
	x				Truck and Trailer Mechanics
					III. B. Construction and Repair
	x				Bricklayer
					Building Construction
x					Building, Electrical and Mechanical Maintenance
	x				Building Energy Systems Technology
		x			Building, Operation and Maintenance
			x	x	Cabinet Making
	x			x	Carpenter
					Construction, General
x					Construction Technology
					Construction Worker
x					Electrician, Construction
	x			x	Painting and Decorating
				x	Pipefitter
				x	Plumber
					III. C. Agriculture and Conservation
x	x				Agriculture Business
					Agriculture Chemicals and Seed Technology
	x				Agricultural Production
					Agricultural Systems Structuring
					Artificial Breeding and Herdsman



WHAT COURSES DO THE VOCATIONAL SCHOOLS OFFER?

Anoka-Hennepin	Suburban Hennepin	916 Vo-Tech	Minneapolis	St. Paul	
	x				Environmental Technology
	x				Forestry
	x				Floriculture
x					Garden Center Material Specialist
	x				Grain and Food Technology
		x			Horse Care and Stable Operation
x	x	x			Horticulture
x	x				Irrigation Technician
		x			Landscape Technology
	x				Design and Sales, Golf Course Management
					Recreation Landscape
		x			Production Agriculture
					Quality Lamb and Wool Production
					Soil Conservation Training
					Soils and Fertilizer Technology
					Specialty Crops
					Waste and Water Treatment Technology
		x			Water Resource Technology

III. D. <u>Electricity, Electronics, and Related Occupations</u>

		x			Appliance Repair and Service
					Aviation Electronics
					Computer Maintenance
					Electric Motor Technology
			x	x	Electrical Technology
	x	x		x	Electro-mechanics
		x			Electro-medical Technology
					Electronics
					Electronics Radio and TV
x	x		x	x	Electronics Technician
					Lineman Electrician
					Mobile Radio Communications Technician
					Radio Engineering
	x	x	x		Radio and TV Repair
		x			Telephone Communication Technology

III. E. <u>Mechanics, Machine Trades, and Repair</u>

	x				Automated Machine Technician
			x		Aviation Mechanics
		x			Business Machine Repair
					Construction and Maintenance (Metal Trades)
					Farm Equipment and Mechanics
	x				Fluid Power Mechanics

WHAT COURSES DO THE VOCATIONAL SCHOOLS OFFER?

Anoka-Hennepin	Suburban Hennepin	916 Vo-Tech	Minneapolis	St. Paul	
	x				Fluid Power Technology
					Heavy Equipment Operator
x					Machine Operator
x	x		x		Machine Shop
		x			Machine Technology
	x				Machine Tool Maintenance and Repair
				x	Machine Tool Processes
x			x		Machinist
		x			Marine and Small Engine Mechanics
			x		Metal Arts
					Metal Fabrication
					Mine Maintenance Mechanics
	x				Packaging Machine Occupations
					Plastic Injection Molding Technician
	x				Plastic Technology
	x				Powder Metal Technician
					Power Plant Operation
x	x			x	Production Machinist
	x	x			Quality Control Technician
	x		x	x	Sheet Metal
					Testing Technology -- Metals
x	x			x	Tool and Die Maker
					Tool Design Technology
					Tool Engineering Technology
x	x		x	x	Welding

III. F. <u>Other Technical Trades</u>

					Aerial Application Technology
					Air Analysis Technician
		x			Air Conditioning, Heating, and Refrigeration
	x	x			Aircraft Mechanics
					Air Frame and Power Plant Mechanics
x	x		x		Architectural Drafting
	x	x	x		Audio-Visual Technician
					Broadcast Technology
				x	Chemical Lab Technician
	x			x	Civil Technology
	x				Commercial Photography
				x	Construction Drafting
				x	Detail Drafting
				x	Drafting and Design Technology
x					Electrical Design Drafting
				x	Electrical Mechanical Drafting
				x	Engineering Drafting

WHAT COURSES DO THE VOCATIONAL SCHOOLS OFFER?

Anoka-Hennepin	Suburban Hennepin	916 Vo-Tech	Minneapolis	St. Paul	
x					Industrial Drafting
				x	Industrial Foremanship Training
		x			Industrial Hydraulics and Pneumatics
					Industrial Instrumentation
					Industrial Lab Technician
	x		x		Industrial Maintenance
					Low Pressure Gas Sales and Service
x	x	x			Machine Drafting
		x			Mechanical Drafting
	x				Mobile Home Services
		x			Modern Wood Technology
	x				Municipal Drafting
					Numerical Control
		x			Office Machine Serviceman
	x				Photographic Technician
x					Small Engine Service
		x			Solid Waste Disposal Technician
		x			Technical Lab Job Exploration
					Technical Drafting
	x				Television Production
				x	Watch Repairing

IV. FOOD SERVICES

x					Baking
	x	x		x	Chef, Management, and Food Services
	x		x	x	Commercial Foods
x	x				Cook
					Cook's Helper
					Food Merchandising
					Food Management and Services
					Food Processing Technology
	x				Food Service Occupations
x					Food Service Supervisor
					Hotel and Restaurant Cooking
	x				Kitchen Assistant
					Meat Cutting
	x				Quantity Food Preparation
		x			Waiter and Waitress

V. CLOTHING RELATED

x	x	x	x	x	Apparel Arts
					Clothing Alterations
x					Clothing Specialist

WHAT COURSES DO THE VOCATIONAL SCHOOLS OFFER?

Drapery Construction					
Dry Cleaning, Laundry Occupation	x		x		
Fashion Merchandising			x		
Lingerie Construction				x	
Pattern Making					
Power Sewing Machine Operator			x	x	
Tailoring			x	x	
Upholstering					
VI. MISCELLANEOUS					
Barbering				x	
Building and Mechanical Maintenance	x	x			
Building Cleaning and Care			x		
Central Supply Technician		x			
Child Care Technology	x				
Child Development Assistant		x	x		
Commercial Art		x		x	
Cosmetology		x	x	x	
Custodial Service Worker		x			
Educational Aide	x				
Farrier (Horseshoeing)		x	x		x
Graphic Arts		x			
Laundry and Dry Cleaning				x	
Law Enforcement					
Lettering and Design (Sign Painting)			x		
Offset Printing				x	
Production Art		x			
Radio Announcing					
Retail Floristry					
Service Worker			x		
Shoe Repair			x		
Special Program for the Deaf					
Stripper (Lithography)					
Technical Illustration					
Truck Driver	x				
	Anoka-Hennepin	Suburban Hennepin	916 Vo-Tech	Minneapolis	St. Paul

* Do not overlook additional vocational programs in Wisconsin schools.

There is a reciprocity agreement with Wisconsin, which means that Minnesota students attending Wisconsin technical schools would not have to pay tuition. Anyone interested should contact: Educational Approval Board, Mr. Lorran Colley, Hillfarms State Office Building, Seventh Floor, 4802 Sheboygan Avenue, Madison, Wisconsin 53702.

You may write to the same address for a catalog of all course offerings.

WHAT ABOUT NURSING AS A CAREER?

The number of nurses being trained approximately equals the number of jobs available. However, due to uneven distribution, some trained nurses may need to relocate in other parts of the country.

How do I become a nurse?

There are four nursing programs:

Baccalaureate degree programs

Four years of college and hospital training.

What colleges offer this?

College of St. Benedict
College of St. Catherine
College of St. Scholastica
College of St. Teresa
Gustavus Adolphus
Mankato State
St. Olaf
University of Minnesota
Winona State

Diploma program

Usually three years at a hospital.

What hospitals offer this?

Abbott-Northwestern Hospital, Minneapolis
Lutheran Deaconess, Minneapolis
Mounds-Midway, St. Paul
St. Cloud School of Nursing, St. Cloud
St. Luke's School of Nursing, Duluth

Associate degree program

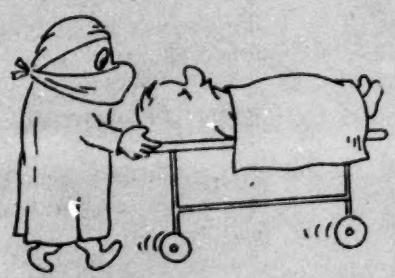
A two-year program at some community colleges -- see page 20.

Licensed practical nurse

One year at a vocational school. See pages 6 to 13 for the vocational list.

Where else is the training offered?

St. Mary's Hospital, Rochester



WHAT ARE THE POSSIBILITIES OF MILITARY SERVICE?
(FOR MEN AND WOMEN)

General Information About All Branches

Salary

Beginning salary of $344.10 plus room and board, medical care, etc. Routine salary increases.

Training

200 Technical Training Programs "earn while you learn"

Travel

Many programs guarantee placement in the country of your choice.

Advanced Education

Cooperative education program provides college or technical courses during off duty hours. The military pays 75-100 percent of the cost. The G.I. Bill will then provide up to $8,000 to finish your education.

See your counselor for the names of people to contact.

Service Academies (at the present, men only)

Free college education plus expenses in return for a five-year military obligation. To apply, request a nomination from your congressman and take ACT or SAT test in spring of junior year if possible.

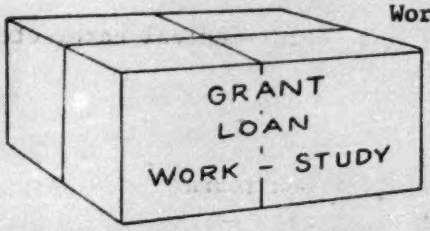
Registration for the Draft

Selective Service -- there is presently a moratorium on draft registrations. New procedures will be announced later in 1975. Contact the local recruiting office for detailed information.

HOW DO I GET MONEY FOR SCHOOL?

Usually a college, university, or vocational school will give what is called a Financial Aids Package. This generally consists of some combination of these three:

Scholarship-Grant (gift moneys)



Work-study opportunities (money earned while you learn)

Loans (repayable moneys)

How does a school decide who gets money?
Most students must show financial need to qualify for help. To determine this need, the student is asked to have his parents complete an information blank called the Family Financial Statement. This is completed by the parents from information obtained from their latest income tax figures and is mailed directly to: P.O. Box 1000, Iowa City, Iowa 52240. Legally emancipated adult status is obtained when all nine answers to "P" (page 2) of the FFS may be answered "No."

Do all schools require the FFS?
All Minnesota state institutions and many out-of-state ones accept this report. Some will ask you to submit a supplemental report of their own.

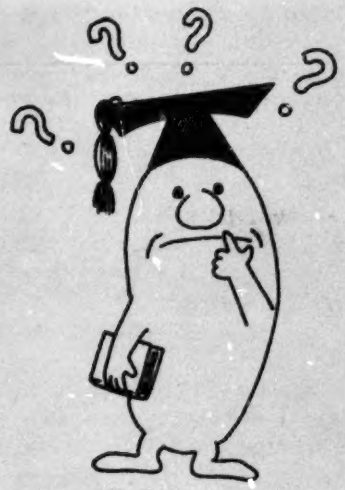
Where do I get the application?
The American College Testing service will mail the FFS to the home of each student who took the PSAT in eleventh grade, generally in October of your senior year. If you do not receive it, the counseling office has extra forms.

What are some specific sources of money?
Minnesota State Scholarship and Grant-In-Aid (may provide up to one-half your need, but not more than $1,100) funds are provided through state taxes by the state legislative act. Your fall mailing of the FFS will also include this application. You must fill out both forms in order to be eligible for state money.

Basic Education Opportunity Grant is federal money derived from income taxes and initiated to help any student who desires further education and can show financial need. Prime consideration is given to students with considerable financial need. Students need not maintain certain grade point averages to be eligible for this grant. See your counselor for applications and information in the early spring.

Other sources: Colleges (See Financial Aid Package above; most require the FFS); church affiliations; parent's trade unions/places of employment (Have parents check with personnel office of company); special talents (music, drama, sports); local scholarships available through your high school; banks (Guaranteed Loan program).

HOW DO I DECIDE WHICH COLLEGE IS FOR ME?



This is a very personal decision that only you can ultimately make, but before making it, ask yourself these questions. Discuss them with your parents, teachers, and counselors.

* Is college what I really want?
* Do I want to stay at home or live in a dormitory?
* Do I want a large or small school?
* Do I want to go to another state?
* Do I want a specialized school or a liberal arts college?
* What kind of social life do I want?
* What is the atmosphere of the campus?
* What does it cost?
  (Check the costs listed in other parts of this booklet, pages 25 through 30, and the college bulletins.)
* What can I expect in the way of financial help?
  (Check the sheet on scholarships and financial aids in the booklet, page 16, and also check with the college of your choice.)

WHAT TESTS DO I NEED FOR COLLEGE?

Most four year colleges in Minnesota require the PSAT. The ACT may usually be substituted for the PSAT, but there is additional cost to you. Some schools have specific requirements. Dr. Martin Luther College in New Ulm, Concordia College and Northwestern College of St. Paul require the ACT. Carleton College requires the SAT plus three CEEB achievement tests. Carleton also recommends the PSAT/NMST.

How do I apply?

The PSAT is taken in the eleventh grade. If you need the ACT or SAT applications, they are available in the guidance center. Register at least five weeks in advance of the testing date.

What is the PSAT?

The Preliminary Scholastic Aptitude Test is a two-hour version of the College Board Scholastic Aptitude Test consisting of a mathematical section and a verbal section. The PSAT will be used for National Merit qualifying as well as college entrance in Minnesota.

What does it cost?

$3.50

What are the ACT and SAT?

These tests are required for admission or placement at some Minnesota schools and most out-of-state schools. Some schools also require the CEEB Achievement Tests.

What do they cost?

$7 for the ACT
$6.50 for the SAT
$11 for Achievement Tests

When can I take them?

SAT AND ACHIEVEMENT	ACT
November 1, 1975	October 18, 1975
December 6, 1975	December 13, 1975
January 24, 1976	February 14, 1976
April 3, 1976	April 10, 1976
June 5, 1976	June 12, 1976

TAKE YOUR TESTS AS EARLY AS POSSIBLE.

SCHOOLS CHANGE THEIR REQUIREMENTS CONSTANTLY. BE SURE TO CHECK WITH YOUR COUNSELOR FOR THE LATEST INFORMATION.

HAVE YOU CONSIDERED A STATE COMMUNITY COLLEGE?

What is a community college?

* Community colleges are two-year schools and are open to any high school graduate.

What are some of the advantages?

* Low cost
* Proximity to home

What courses can I take?

* Occupational programs, usually -- one or two years to prepare for specific job.
* First two years of a college degree program

Will my credits transfer?

* Yes, if you take courses that are designated in the college catalog as transferring and maintain a certain grade point average.

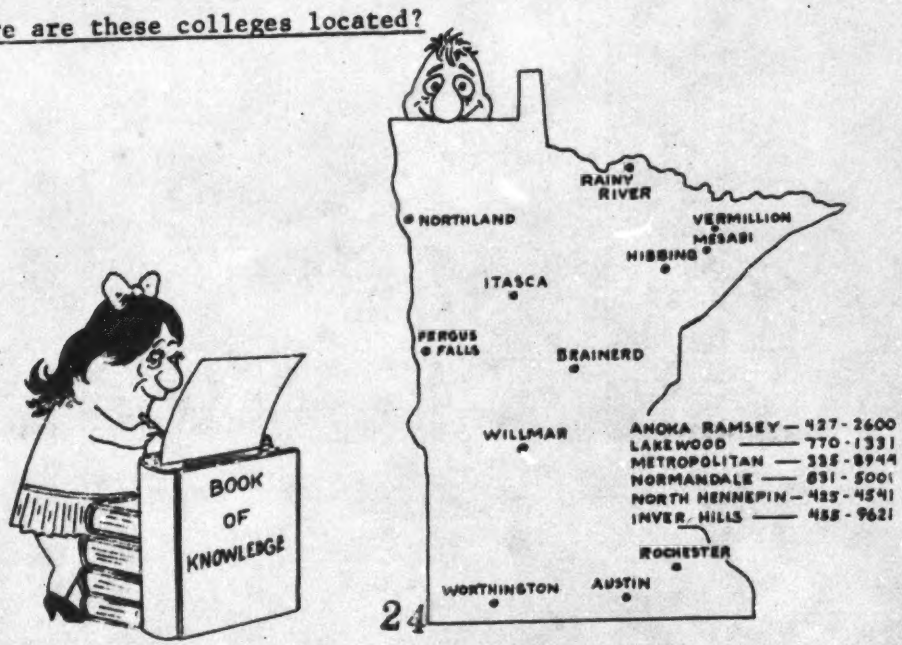
What does it cost to attend?

* Estimated cost per quarter is - - - - - $170
* Estimated cost per year is - - - - - - $510
  (tuition, books, fees)

How do I register?

* High school counselors have application blanks for each of these schools.

Where are these colleges located?



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WHAT ONE- AND TWO-YEAR OCCUPATIONAL PROGRAMS ARE OFFERED AT MINNESOTA COLLEGES?

	Anoka-Ramsey	Austin	Brainerd	Fergus Falls	Hibbing	Inver Hills	Itasca	Lakewood	Mesabi	Metropolitan	Normandale	North Hennepin	Northland	Rainy River	Rochester	Vermillion	Willmar	Worthington	St. Mary's	St. Scholastica	Golden Valley Lutheran	St. Benedict's	Concordia -- Moorhead	Mankato State	Moorhead State	Winona State	St. Cloud State	Southwest State	U. of M. General	U. of M. Crookston	U. of M. Duluth	U. of M. Waseca	Bemidji State
ALLIED HEALTH CAREERS																																	
Associate Degree Nursing	x	x			x	x		x		x	x	x			x				x														
Cardio-Pulmonary Technology												x																					
Chemical Dependency Worker										x																							
Dental Assistant, One Year											x													x					x		x		
Dental Hygiene											x													x					x		x		
Dietition Assistant											x																			x			
Health Care Mid-management						x																											
Home and Family Services																														x			
Inhalation Therapy												x			x				x														
Medical Illustrator																													x				
Medical Laboratory Technician				x											x				x										x				
Medical Office Assistant											x																						
Medical Physics Technician																								x									
Medical Records Technician	x											x						x															
Mental Health Worker					x																	x											
Nurse/Geriatrics Aide							x																										
Occupational Safety & Health Tech.						x																											
Occupational Therapy Assistant	x																		x														
Optometric Assistant							x																										
Orthopedic Assistant																													x				
Physician's Assistant																											x						
Physical Therapy															x				x														
Practical Nursing				x			x											x															
Recreational Therapy																													x				
Urological Assistant																													x				
Veterinary Medicine Assistant																													x				
X-ray Technician Assistant																													x				
X-ray (Hospital Programs -- Check with your counselor.)																																	
BUSINESS AND COMMUNICATIONS																																	
Accounting	x	x	x		x	x	x					x		x									x		x	x		x		x			x

WHAT ONE- AND TWO-YEAR OCCUPATIONAL PROGRAMS ARE OFFERED AT MINNESOTA COLLEGES?

	Anoka-Ramsey	Austin	Brainerd	Fergus Falls	Hibbing	Inver Hills	Itasca	Lakewood	Mesabi	Metropolitan	Normandale	North Hennepin	Northland	Rainy River	Rochester	Vermillion	Willmar	Worthington	St. Mary's	St. Scholastica	Golden Valley Lutheran	St. Benedict's	Concordia -- Moorhead	Mankato State	Moorhead State	Winona State	St. Cloud State	Southwest State	U. of M. General	U. of M. Crookston	U. of M. Waseca	Bemidji State
Aviation Secretary																													x			
Business Administration		x			x					x		x	x	x	x		x	x					x		x	x		x		x		x
Business Management																					x											
Business Technology					x	x	x																									
Business Law																					x											
Clerk Typist and Clerk	x	x	x	x	x			x	x	x	x	x		x	x	x		x														
Communications (Graphics)								x																								
Court Reporting																														x		
Credit and Collections	x																													x		
Computer, Data Processing								x													x											
Consumer Problems																					x											
Distributive Education	x	x		x		x	x	x	x	x	x	x			x										x		x					
Fashion Merchandising	x																													x		
Food Distribution																	x															
General Business										x			x		x															x		
Home Furnishings Marketing										x																						
Hotel-Motel Management											x																	x		x		
Hospitality Services							x																									
Insurance											x																					
Interior Design										x																						
Marketing Display				x																										x		
Mass Media Technology																																
(Journalism, Radio-Television)		x	x												x																	
Real Estate	x									x																						
Resort Management				x																										x		
Retail Management and Merchandising											x																					
Sales and Marketing		x																			x									x		
Secretarial (One year)	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x		x							x		x	x	x	x		
Secretarial (Two year)	x			x		x	x	x	x	x	x	x			x		x						x			x				x		x
Special Secretarial																																
Agricultural																														x		
Aviation																														x		

WHAT ONE- AND TWO-YEAR OCCUPATIONAL PROGRAMS ARE OFFERED AT MINNESOTA COLLEGES?

	Anoka-Ramsey	Austin	Brainerd	Fergus Falls	Hibbing	Inver Hills	Itasca	Lakewood	Mesabi	Metropolitan	Normandale	North Hennepin	Northland	Rainy River	Rochester	Vermilion	Willmar	Worthington	St. Mary's	St. Scholastica	Golden Valley Lutheran	St. Benedict's	Concordia -- Moorhead	Mankato State	Moorhead State	Winona State	St. Cloud State	Southwest State	U. of M. General	U. of M. Crookston	U. of M. Waseca	Bemidji State
Educational																													x			
Executive																														x		
Insurance											x																					
Legal				x		x					x	x																			x	
Medical				x	x		x				x	x			x						x										x	
Parish																					x											
Small Business Management -- (See your counselor.)																																
Technical Aide																				x												
Technical Writing																																
Transportation and Traffic Mgmnt.	x																															
TECHNICAL TRADE																																
Architectural Drafting Technician												x																				
Chemical Engineering Technician																x												x				
Civil Engineering Technician															x																	
Commercial Art												x																				
Computer Technology																												x				
Drafting and Design Technician				x		x					x																					
Electronics Engineering Technician	x										x				x													x		x		
Engineering Technician	x					x									x													x		x		
Graphic Arts												x																				
Industrial Technician																												x		x		x
Mechanical Engineering Technician	x										x				x																	
Occupational Safety Technician	x																															
Paper-Pulp Technician							x																									
Photographic Engineering Technician																												x				
Technical Illustration																												x				x
Small Engine Mechanics													x	x																		
Quality Control																												x				
Welding																																

WHAT ONE- AND TWO-YEAR OCCUPATIONAL PROGRAMS ARE OFFERED AT MINNESOTA COLLEGES?

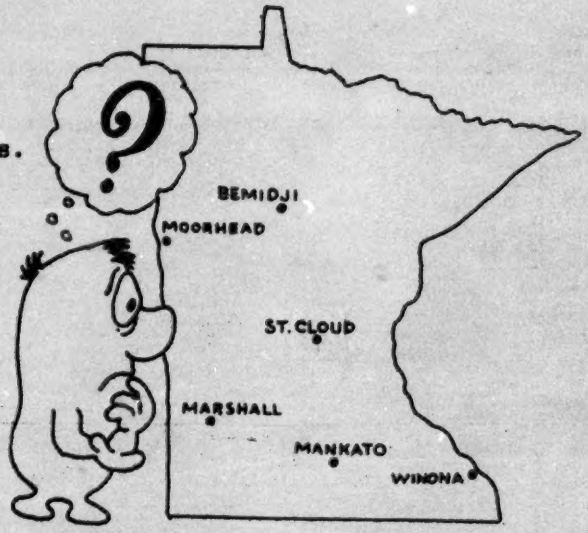
	Anoka-Ramsey	Austin	Brainerd	Fergus Falls	Hibbing	Inver Hills	Itasca	Lakewood	Mesabi	Metropolitan	Normandale	North Hennepin	Northland	Rainy River	Rochester	Vermillion	Willmar	Worthington	St. Mary's	St. Scholastica	Golden Valley Lutheran	St. Benedict's	Concordia -- Moorhead	Mankato State	Moorhead State	Winona State	St. Cloud State	Southwest State	U. of M. General	U. of M. Crookston	U. of M. Waseca	Bemidji State
PUBLIC SERVICE																																
Air Traffic Control --(See your counselor.)																																
Aviation Administration	x																															
Education Technician				x																												
Child Development Teaching Assistant			x																						x							
Conservation Technician																x																
Child Development (Mental Retardation)			x																x													
Corrections								x																								
Criminal Justice Counseling																						x										
Community Service (Law Enforcement, Administration, Social Work, Mental Health)																																x
Early Childhood Education																									x							
Environmental Technology																																x
Fire Service										x																						
General Public Service			x																			x										
Institutional Work																					x											
Instructional Aide				x																		x										
Landscape Horticulture																													x			
Law Enforcement	x		x		x	x		x	x	x	x	x	x		x		x												x			x
Legal Paraprofessional												x																	x			
Library Technician				x								x																				x
Mission Work																					x											
Natural Resources Technology																x														x		
Parish Work																					x											
Park and Recreational Area Mgmnt.																																
Water Pollution																								x								
Water Purification																x																
Recreational Leadership	x								x			x									x								x			
Social Worker Asst.(See Human Services.)								x													x											

WHAT ONE- AND TWO-YEAR OCCUPATIONAL PROGRAMS ARE OFFERED AT MINNESOTA COLLEGES?

	Anoka-Ramsey	Austin	Brainerd	Fergus Falls	Hibbing	Inver Hills	Itasca	Lakewood	Mesabi	Metropolitan	Normandale	North Hennepin	Northland	Rainy River	Rochester	Vermillion	Willmar	Worthington	St. Mary's	St. Scholastica	Golden Valley Lutheran	St. Benedict's	Concordia -- Moorhead	Mankato State	Moorhead State	Winona State	St. Cloud State	Southwest State	U. of M. General	U. of M. Crookston	U. of M. Waseca	Bemidji State
Urban Planning Technician												x																				
Human Services (Public Services)	x	x	x	x		x		x	x	x	x		x				x	x														
AGRICULTURE AND RELATED																																
Agricultural Business		x																x											x	x	
Agricultural Engineering Technician																													x			
Agricultural Production																		x											x	x	
Agricultural Technician							x																									
Farm Management																				x												
Animal Technician																													x	x		
Plant-Soil Technician																													x			
Agricultural Services Technician																													x	x		
Horticultural Technician																														x		
Food Technician (Processing -- Quality Control)																																
Home and Family Services																														x		
NATURAL RESOURCE TECHNICIAN																																
Conservation Aide																													x			
Pollution Control Technician																													x			
Private Game Breeder																													x			
Shooting Preserve Operator or Manager																													x			
Veterinary Assistant -- North Dakota State University of Agricultural and Applied Sciences at Fargo, North Dakota																																

WHAT ARE THE STATE FOUR-YEAR COLLEGES?

Minnesota has six four-year colleges which are supported by state funds. For this reason, the tuition is usually less for Minnesota residents than it may be at the privately-supported schools.



What are the estimated expenses for the year?

Tuition	$385 - $425
Fees	$90 - $100
Room and board	$875 - $975
Incidentals, books, gym equipment supplies, etc.	$100 - $150
Insurance (optional)	

Total cost is from $1,480 to $1,650

Who will be admitted?

State college admission requirements vary from college to college. Please check the catalog carefully and see your counselor.

How do I apply?

College admission forms are available in the guidance office. These are to be completed and returned to the guidance office along with a $10 application fee. This is non-refundable if you decide not to enroll in the school.

What if I don't want to go four years?

There are occupational programs that require only one or two years at state colleges and some private liberal arts colleges. See pages 19-23 for these programs.

What if I want to attend school in Wisconsin?

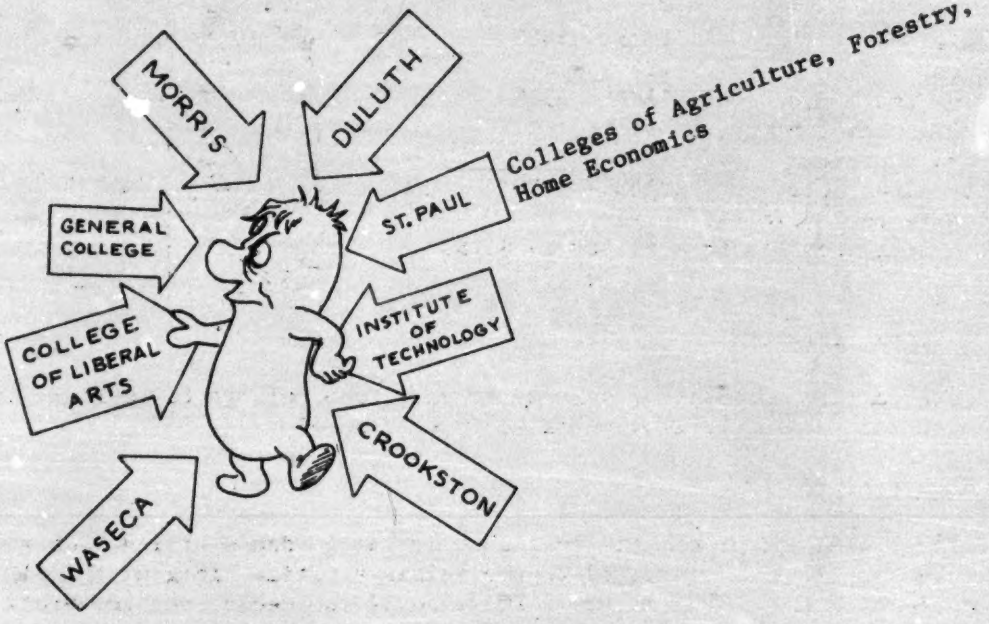
Minnesota students may attend Wisconsin colleges at resident rates; they do not have to pay out-of-state tuition fees.

Why would I consider attending school in Wisconsin?

1. It would provide a wider choice of state college type schools at convenient locations.
2. Special courses of study are offered. (For example, mid-technical programs at Stout.)

WHAT IS THE UNIVERSITY OF MINNESOTA?

It is our large state tax-supported university. It consists of several entry colleges. Each of these has varied admission requirements and special programs. You need to become familiar with these things if you plan to attend the University of Minnesota.



<u>What does it cost to attend the University of Minnesota?</u>

- The costs vary with the individual and the program he chooses. Approximate figures might be about:

  Tuition $200 per quarter
  Textbooks from $30 to $60 per quarter
  Incidental fee $41 per quarter

  Board and room in a dormitory runs about $1300 and up for the school year. Many metropolitan students commute.

<u>When should I apply?</u>

- See your counselor early in the fall of your senior year for specific application dates and freshman financial aid deadlines.

College admission forms are available in the guidance office. These are to be completed and returned to guidance office along with a $10 application fee. This is non-refundable if you decide not to enroll in the school.

WHAT IS THE UNIVERSITY OF MINNESOTA?

What are the admission requirements?

- The College of Liberal Arts requires a certain College Aptitude Rating (CAR). This is the score obtained by averaging your percentile scores on the PSAT or ACT and your high school rank. Lower scores will be considered on an individual basis. For those taking the ACT, the total of HSR percentile plus two times the ACT composite score must equal 85 or more. For those taking the PSAT, the total of the HSR percentile plus the PSAT verbal standard score, plus the PSAT mathematics standard score must equal at least 125.

- The Institute of Technology's automatic admission requires:
  a. High school rank of at least the 75 percentile and completion of four units of mathematics in the college bound track in years 9 to 12 and completion of physics and chemistry.
  b. No tests are required if above requirements are met. Students not meeting these requirements may apply but must submit PSAT or ACT scores. If the student's high school rank percentile is not at least at the 75 percentile, combination score of the high school rank and scores on the test taken will determine admission.

- College of Agriculture
  Applicants must be in the upper 60 percent of their high school classes to be admitted, and should have at least three years of high school math, including algebra, advanced algebra, and plane geometry. ACT test scores are required.

- College of Forestry
  Same as the College of Liberal Arts plus three years of natural science and three years of mathematics.

- College of Home Economics
  The College has approximately 1,300 students and a majority of the classes are offered on the St. Paul Campus. Two years of high school algebra and one year of plane geometry are required for admission. Applicants must rank in the top half of their high school classes. ACT test scores must be submitted.

- The College of Education requires that you start in another college and transfer to education after one or two years.

- General College requires a high school diploma or its equivalent. You may transfer to another college after a year or two if your grades are of "C" quality or better. General college offers a number of courses that are completed within the two years. Headquarters for these programs are at 10 Nicholson Hall, Minneapolis, Minnesota 55455 (phone 373-4104 or 373-4400). You may wish to work towards an associate degree or transfer to a four-year program. Or you may wish to work on one of the following specialized programs. See pages 19-23.

- Other branches of the University at Crookston and Waseca also offer the one- and two-year programs. They have an open admissions policy

WHAT IS A PRIVATE COLLEGE?

These are the schools that are not state supported, but need to get their funds through other sources. For this reason, the tuition is more at a private college. However, these schools have financial aid to help deserving students so inquire about this if you want to attend.

What tests do I need?

A few schools still require the SAT, although most are now accepting either the SAT or ACT so check the catalog. For test information see page 17 and talk with your counselor.

What about board and room?

This varies in colleges from around $850 to $1,100 depending on whether you have a single or double room. Check the catalog.

What other expenses will I have?

Books usually run $100 to $150 per year.

What are the private two-year colleges?

Name	Location	Tuition and Fees	Recent Enrollment
Bethany Jr. College 4*	Mankato	$2,422	228
Corbett 2*	Crookston	$800	
Crosier Seminary Junior College 2*	Onamia	$330 per semester	40
Golden Valley Lutheran College 4*	Golden Valley	$1,700	425
St. Mary's Jr. College 2*	Minneapolis	$1,550	640

* Church Affiliations

1 - Baptist
2 - Catholic
3 - Christian and Missionary Alliance
4 - Lutheran
5 - Methodist
6 - Presbyterian
7 - Private nonsectarian

WHAT IS A PRIVATE COLLEGE?

What are the private four-year colleges?

Name	Location	Tuition and Fees	Recent Enrollment
Augsburg	4* Minneapolis	$2,115	1,400
Bethel	1* St. Paul	$1,980	1,225
Carleton	7* Northfield	$4,000 (comprehensive fee)	1,600
College of St. Benedict	2* Collegeville	$1,980	725
College of St. Catherine	2* St. Paul	$2,000	1,300
College of St. Scholastica	2* Duluth	Will not exceed $2,000	600
College of St. Teresa	2* Winona	Tuition $1,600 Fee 100	1,050
College of St. Thomas	2* St. Paul	$1,900	2,450
Concordia	4* Moorhead	$2,130	2,439
Concordia	4* St. Paul	$1,800	800
Dr. Martin Luther College	4* New Ulm	$1,150 (comprehensive fee)	810
Gustavus Adolphus	4* St. Peter	$3,350 (comprehensive fee)	1,850
Hamline	5* St. Paul	$2,250	1,250

WHAT IS A PRIVATE COLLEGE?

Name	Location	Tuition and Fees	Recent Enrollment
Macalester	6* St. Paul	$2,500	1,900
Minneapolis College of Art and Design	7* Minneapolis	$1,448	425
St. John's	2* Collegeville	$1,980	1,640
St. Mary's	2* Winona	$1,860	985
St. Olaf	4* Northfield	$3,600 (comprehensive fee)	2,740
St. Paul Bible College	3* Bible College Minnesota 55375	$1,025	400

* Church Affiliations

1 - Baptist
2 - Catholic
3 - Christian and Missionary Alliance
4 - Lutheran
5 - Methodist
6 - Presbyterian
7 - Private nonsectarian

WHAT IS THE GUIDANCE CENTER?

This is the place where you will find your counselor, who is available to help you with your plans for the future and assist you in other matters that cause you concern.

Also, in each of the high schools, students will find in the center many pamphlets, books, and files of material that will be helpful to them in making decisions concerning their future plans. These may be used in the office, borrowed for reading and study during free time in school, or taken home for use by the student and his parents. Students are urged to make extensive use of these materials. They will be helpful in answering many questions and in introducing the student to new career opportunities. Students and parents are invited to schedule appointments with counselors for personalized help.

The counseling and guidance center has on hand and will help you procure bulletins for vocational-technical schools or colleges.

You will find a wide variety of materials on:

- General education
- Vocational education
- College education
- Charts and kits
- College view deck
- Occupational view deck
- Books on passing college entrance tests
- Books on scholarships, fellowships, and loans
- Books on personal development areas

Call the counseling office of your school:

- Armstrong High School -- 546-4401
- Cooper High School -- 533-1691
- Robbinsdale High School- 588-0596

Students who have recently graduated and started career programs are invited to return for additional help. Call the counseling office.

Adults in the community interested in learning about available training programs are also invited to use books and materials in the guidance center.

WHAT IS THE COMMUNITY CAREER CENTER?

The Community Career Center is a drop-in center located at 7695 42nd Avenue North (across from Kinney Shoes) in space provided by the New Hope Village Council. It is a part of School District 281 and is an extension of the guidance and counseling services into the community.

The center serves the residents of District 281 with priority given to students who have interrupted or terminated their secondary school education.

The center staff helps the student to identify his/her needs and concerns and to work out a plan of action to meet these needs and concerns. Most students give priority to obtaining a job, followed by educational and occupational counseling when they feel ready to consider choosing a career. Alternative educational programs available include evening programs, work-experience programs, GED preparation classes, and vocational-technical courses. Several are located outside of District 281. Personal counseling is available if desired.

The center has identified a variety of resources available in the Twin Cities area so if the services needed are not available at the center, the individual is referred to another individual, agency or institution for help.

Why is the center necessary?

Because people need a place to go to put it all together. We are living in an age of "fast change" and many people are finding it either necessary or desirable to change occupations or life styles. The center provides a place for people to gather information about themselves and the work world with the help of counseling staff.

The telephone number is 533-5404.